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DIVISION OF WORKFORCE DEVELOPMENT

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DWD ISSUANCE 01-04

Subject: Missouri Dislocated Worker and Rapid Response Practices and Procedures Manual

1. **Purpose:** To transmit the Division of Workforce Development's (DWD) revised Missouri Dislocated Worker and Rapid Response Practices and Procedures Manual.

2. **Substance:** Attached is a copy of the revised Practices and Procedures Manual. Should your review of the Practices and Procedures disclose any areas in need of clarification or further interpretation of practices, DWD requests your written comments. All responses will be considered and necessary revisions will be made. Please submit your comments to DWD within 30 days from the date of this issuance.

Technical assistance will be provided by DWD upon request.

This Practices and Procedures Manual supersedes the Missouri Dislocated Worker and Rapid Response Manual of August 6, 1999.

3. **Action:** All contracting agencies should disseminate copies of the Missouri Dislocated Worker and Rapid Response Practices and Procedures to staff and all Missouri Dislocated Worker and Rapid Response Subcontractors. The Missouri Dislocated Worker and Rapid Response Practices and Procedures is effective the date of this Issuance.

4. **Contact:** Please contact Randy Cottrell at (573) 751-7896 if you have any comments or questions.

Rick Beasley, Director

RB/RC/JC

c: DWD Admin Group
 DWD Central Office Managers
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